



Deputy Clerk Supervisor

Details

Job ID : 526

Title : Deputy Clerk Supervisor

Job Code : 951

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Circuit Court Clerk

Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES INCLUDING DAY TO DAY SUPERVISORY DUTIES; THIS POSITION EXISTS ONLY IN COUNTIES WITH 20 OR MORE FTE'S AND 10 FTE'S IN A DIVISION OR SHIFT.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE AS DEPUTY CLERK I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

Job Duties

- DAY TO DAY SUPERVISION OF DEPUTY CLERKS USUALLY WITHIN A SPECIFIC DEPARTMENT
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSYAR
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY